

AAASAC MONTHLY NEWSLETTER

JULY 2023

Professional Development

AAASAC's latest Connecting & Learning Together session was a big hit for those that attended. The topic was on Office Organization and the information was pulled from the Administrative Professional Tips by April Stallworth training. This training can be found on LinkedIn Learning: [Admin Professional Tips](#). (This training is also a part of JMU's Talent Development Advanced Administrative Assistant Certificate Program, so taking this course can also give credit towards that program as TD2612.) Through the Connecting & Learning Together session, several topics were addressed relevant to organizing your office and workstyle. They included:

- **Declutter:** "Even if you're not new to your office space, take some time to declutter, as things tend to build up over time."
- **Label, label, and label again.**
- **Utilize your wall space:** Having important items visible that you consistently reference can save you time and energy.
- **Keep your personal items to a minimum.**
- **Organizing your physical files:** "Name your files and folders strategically."
- **Apps:** "Time is a valuable commodity for us, as there are usually more tasks than time in any given day."
 - **Cloud-based storage files**
 - **Note-taking tools**
 - **Travel organization tools**
 - **Presentation tools**

Survival Tip!



“Success consists of going from failure to failure without loss of enthusiasm”. -Winston Churchill

Meet an Administrative Professional



In 2006 Susan Thomas was hired to work in JMU Libraries as the Libraries' Human Resources & Student Employment Coordinator. This is what Susan shared with us about her time at here at JMU: ***"From that date to now, I have remained grateful for the opportunity I have been given to support my colleagues. In addition, I have had the privilege of meeting and working with wonderful people throughout the JMU community. During my years working in the Libraries, I have seen lots of changes from the department name change to the very exciting Carrier renovation/expansion happening now. At the beginning of my employment, one of my tasks was to assist new employees with the new hire paperwork. Those interactions with Libraries' new employees were a highlight of my days. I would make it a point to get to know them a little with the goal of welcoming them to JMU and, of course, ensure all paperwork was completed fully to ensure their start to JMU went smoothly."*** Susan received the Provost award for Administrative Excellence this year. Here is what her nominator said about her: ***"Susan is the consummate human resources professional. She is trusted by all employee types for her confidentiality, diligence, expertise, timeliness, and conscientiousness and known by colleagues as a compassionate and caring person. She provides a warm welcome to new employees and a sympathetic ear to anyone with questions and challenges."***

Need help or have a question? ASACHelpline@jmu.edu

SAVE THE DATE

UNIVERSITY WELCOME BACK

Wednesday, August 16, 10am
Atlantic Bank Union
Lunch to follow at Festival

President's Purple Star Awards

AAASAC loves an opportunity to recognize and celebrate the remarkable work of our colleagues. It's the time of year to submit nominations for the **President's Purple Star Awards**. The deadline for submission is **July 31st**. There are 9 categories available for nomination (listed below). You can learn more about and submit your nomination [here](#).

- **Career Achievement**
- **Star Duke**
- **Unsung Hero**
- **Academic Quality - Transcending Boundaries Award**
- **Community - Creating Belonging Award**
- **Advancing Inclusive Excellence Award**
- **Embracing Innovation & Change Award**
- **Integrity - Leading Courageously Award**
- **Student Focus - Success & Learning Award**

County Fairs

Summer means county fairs and lots of fun things to do for everyone. There are several county fairs happening in the next few weeks including:

[Augusta County Fair](#) July 25-29

[Rockingham County Fair](#) August 14-19

[Albemarle County Fair](#) July 27-29

[Shenandoah County Fair](#) August 28-September 2



Newest Scheduling Friend

With the new academic year quickly approaching, you may find yourself needing to schedule more meetings with many stakeholders involved. Outlook now offers **FindTime**. This add-in from Microsoft combines the Scheduling Assistant function with a poll function in order to efficiently find available meeting times for all recipients of an email. JMU's Information Technology provides more information and step by step instructions on how to access this feature and use effectively. You can find the article [here](#).

Microsoft Office Update

The new academic year brings many things, including software updates. Microsoft Office is being updated from Office 2019 to Office 2021. The update is now available in the Software Center of your computer or you can visit MS 365 to download the latest software.

on August 8, 2023, JMU will begin pushing out the update to all JMU computers. Employees are allowed to have MS Office on up to 5 devices.

The newer versions maintain all the basics, but there are some big changes. The new Office syncs automatically with OneDrive, which is great news if this is where you store your documents.

AAASAC's Helpline

Our team at AAASAC is excited to spend a day in August planning what this next academic year will look like in how we can best support JMU's Administrative Professionals. Did you know that we have a helpline that you can send any questions, suggestions, concerns/issues you may have that you would like us to know about? You can send this to our team at ASACHelpline@jmu.edu. Please reach out to us as we are committed to provide knowledge and opportunities for collaboration with you.

Need help or have a question? ASACHelpline@jmu.edu

CALENDAR OF EVENTS

JULY 22
6:00 - 7:30 pm

Free Cooking Demonstration & Dinner
413 Kelley Street

Hosted by Kelly St. Garden in collaboration with JMU - enjoy a LIVE cooking demonstration and dinner by JMU's Executive Chef! Details [here](#).

AUGUST 2ND
8:15am-1pm

JMU Connections Day
Montpelier Room; Festival Center

If you are new to JMU, check out this event hosted by Human Resources to connect new employees of JMU. Register with this [link!](#)

AUGUST 16TH
10am-1pm

JMU University Welcome & Luncheon
AUBC & Festival

Wear purple and gold for this "Happy New Year" event!